



District Director Position

Position:

The District Director is a support staff position in the office of State Representative Jim Murphy, West Houston. The position is available immediately and runs through the end of Representative Murphy's term in office. Qualified candidates should expect to spend an average of 15 hours a week managing the District Office in West Houston, interacting with constituent groups, and attending events throughout the district.

Duties:

- Manage the administrative functions of the district office
- Meet with different local leaders and stakeholders both in-person and virtually
- Attend meetings and events for a variety of local groups and associations throughout the West Houston District
- Connect with constituents and work with the Capitol Office on casework
- Refer appropriate inquiries to the Capitol Office

Reports to: Chief of Staff

Skills/Qualifications:

- Strong Organizational & Time Management Skills
- Proficient in Microsoft Office Programs
- Advanced Writing Skills
- Strong Interest in the Legislative Process
- Advanced Interpersonal Skills
- Professional Appearance Required
- Reliable Transportation
- This position may require some nights and weekends

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